

FRED LONGWORTH HIGH SCHOOL



JOB DESCRIPTION

Post Title:	Arts Technician
Purpose:	To provide technical & classroom support to the Arts Faculty to enable the very best teaching and learning experiences for students both inside and outside of the classroom
Reporting To:	Director of Creative Learning
Working Time:	37 hours per week, Term Time plus 2 weeks (some evening and weekend work may be required)
Salary/Wage Grade:	Grade 4 - £24,790 to £25,992 pro rata (pay award pending)
Disclosure Level:	Enhanced
Scope:	<p>Information given on this job description is meant to provide both post holder and manager with an understanding and appreciation of the scope of the particular job and its role.</p> <p>It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.</p>

MAIN DUTIES AND RESPONSIBILITIES

Lead Role

- Facilitate the provision of excellent lessons in art, music, drama & dance through providing technical support in lesson, assisting learners and setting up resources prior to lessons to enable teachers to deliver lessons in an authentic, practical way
- Work effectively across all four departments (art, dance, drama, music) to support teaching and learning
- Film, photograph, catalogue and showcase student work
- Support the management of the arts website and social media output to showcase the best student work and our events outside of the classroom
- Support the public output of the arts faculty through managing sound and lighting at shows and productions, hire of costume, stage design & exhibition set up for arts examinations, showcases & public performances
- Catalogue and organise the regular maintenance of resources and equipment in the faculty
- Liaise with staff to order stock as required - Unpack and organise deliveries and ensure that stock rooms across the faculty are organised effectively.
- Play a role in developing excellence in teaching and learning through supporting teachers with technical advice and support when designing learning experiences
- Organise projects, performances and out of school activities through liaising with teaching staff and creative partners.
- Support the facilitation of after school clubs in the arts and help oversee the use of equipment/rooms during these periods
- Project manage the development of learning environments working in conjunction with the site team & teaching staff
- Ensure the Health & Safety of students at all times

Staff development	<ul style="list-style-type: none"> • To take part in the School's staff development programme by participating in arrangements for further training and professional development. • To continue professional development in the relevant areas including use of new technology. • To participate in the Staff Professional Review process. • To work as a member of a designated team and to contribute positively to effective working relations within the School. • Willingness to develop and support other staff
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement School quality procedures and to adhere to these. • To contribute to the process of monitoring and evaluation of administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management Information and Administration:	<ul style="list-style-type: none"> • To develop and maintain recording systems, which enable the activities of the function, be monitored. • To provide relevant management information as and when required.
Communications:	<ul style="list-style-type: none"> • To maintain effective links throughout the School. • To communicate and consult with other staff and pupils. • To promote a positive service to both staff and pupils. • To communicate and co-operate with internal/external individuals and bodies as appropriate. • To follow agreed policies for communications within the School.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the development of effective relevant links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To be fully aware of the school Best Value Statement. • To contribute to the process of the ordering and allocation of equipment and materials. • To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its pupils. • To advise management of resource needs as and when appropriate.

Other Specific Duties

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our Arts College aims and to play an active part in our initiative.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.

Date: May 2025



PERSON SPECIFICATION

JOB TITLE: **Arts Technician**

GRADE: **Grade 4**

	Essential	Desirable
Experience & Qualifications		
Level 3 qualification in an arts subject (BTEC, A-Level or equivalent)		
Degree level qualification in an arts subject		
General health & safety qualification (E.g. NEBOSH)		
Current first aid certificate		
Experience of recording music using a mixing desk and DAW software (E.g. Logic Pro/Ableton/Garageband)		
Experience of the repair and maintenance of technical/musical equipment		
Knowledge of setting up lighting & sound for shows/events in a theatre setting		
Experience of undertaking a support role within technical theatre, music technology and/or visual arts		
Working within a support role within a school/educational setting		
Skills & Knowledge		
Effective ICT skills with experience of updating a webpage		
A knowledge of health & safety procedures concerning practical arts spaces		
Experience in digital photography/filming and the use of Adobe Photoshop/Premiere		
Professional Skills		
Ability to understand the curriculum requirements across all arts subjects in order to provide hands-on support that is effective in supporting students		
Ability to work closely with students to provide guidance in improving their work		
Excellent organisation and time management skills, with the ability to		

multi-task and schedule the wide range of diverse aspects of the role		
Willing to participate in continuing professional development both as a participant and in developing the knowledge of our teaching staff		
Personal Qualities		
Excellent communication skills with an ability to communicate well with staff and students in order to create a positive working environment		
Open to new ideas with the flexibility and adaptability to trial new approaches		
Strong interpersonal skills		
Able to commit to supporting evening events, shows & concerts which take place in the evening or at weekends as required		
The ability to work flexibly in a role which will require a wide range of tasks on a daily basis		